

INTERAGENCY
VEHICLE RENTAL TASK GROUP
CHARTER

BACKGROUND: The use of rental vehicles on incidents creates a number of problems. These problems range from exorbitant use and cost, inappropriate types of vehicles, under utilization and violation of agency contract for vehicles. In some cases employees may and can be held liable for damaged vehicles. These concerns were documented at the National Incident Business Workshop in February 2004 by the Contracting, EERA, Accountability, and Cost workgroups.

PURPOSE: To examine the use and need for rental vehicles at incidents and to determine an effective and efficient method of obtaining the most appropriate vehicles. Determine the positions and vehicle needs of IMTs to enable them to perform their assigned incident function.

SCOPE: Look at the overall vehicle needs and develop alternative methods and guidance for obtaining vehicles through various sources.

OBJECTIVE: Evaluate overall vehicle use and needs by interviewing IMT members, host agencies, and/or cooperating agencies. Look at various means of obtaining rental vehicles. This determination can be by any procurement instrument for example; other agencies, contracts, establishing transportation units, etc.

DELIVERABLES:

1. Progress Report to IBPWT by August 30, 2004.
2. Draft report to IBPWT by December 30, 2004
3. Final report submitted to IBPWT by February 28, 2005. The final report will include the following:
 - Identify alternative solutions to the current method of obtaining vehicles.
 - Identify a cost effective solution.
 - Review and evaluation documentation of vehicle use on different incidents.

BUDGET:

Due to current budget constraints, every effort should be made to conduct the work of the task group in the most cost effective manner possible. It is expected that groups will utilize conference calls and other technology to accomplish their tasks. If it becomes necessary for the group to travel to meet, each agency will cover the costs for its participant (with the exception of participants from State agencies).

MEMBERSHIP:

Task Group Leader: Ed Ryan, BLM
Ben McGrane, FWS
Kathy Griffin, USFS
Shannon Kelly, State Arizona
Dell McCann, NPS

TIME ESTIMATES: Beginning date May 30, 2004 and ending date February 1, 2005

ROLES & RESPONSIBILITIES:

Task Group:

- Perform evaluation from an interagency (vs. agency-specific) viewpoint
- Work as a team
- Keep IBPWT Chair apprised of issues, concerns, and progress
- Request additional time or funds if needed
- Utilize technical specialists if needed
- Identify and utilize other sources of information as necessary
- Complete task

IBPWT:

- Ensure that the interagency community's needs are represented
- Provide documentation gathered to date
- Provide funding, oversight, and support
- Keep agencies apprised of issues, concerns, and progress
- Request additional time or funds, if needed, from NWCG
- Identify technical specialists for task group's use
- Submit recommendations to agency representatives by April, 2005
- Work as a team

/s/ Hallie Locklear

Hallie Locklear, Chair IBPWT
Date: May 19, 2004

/s/ Ed Ryan

Task Group Leader
Date: July 21, 2004